



## OK FEB: Professional Development Training-SEPTEMBER

### **TOPIC:** The Business Writing Workshop

**OVERVIEW:** In this course, you will learn proven tips and techniques that guarantee every message you write- in emails, letters, everything-will be polished and on target, representing both you and your agency in a highly professional manner. This includes:

- Pre-writing strategies
- Mastering the writing process
- Post-writing techniques to clean up your writing
- And much, much more:

**DATES:** Tuesday, 15 September & Thursday, 17 September 2020

**TIME:** 0800-1200 (cst) for each session

**LOCATION:** Virtual (Zoom)

**COST:** \$150/person

**PRESENTER:** Skillpath

Registration information	
Name of participant:	
Agency	
Phone:	
Email:	

ACCEPTABLE METHODS OF PAYMENT:	
Credit Card	Check

Mail:	Oklahoma Federal Executive Board 215 Dean A. McGee, Ste 349, Oklahoma City, OK 73102
Email:	<a href="mailto:Lisa.Smith-Longman@gsa.gov">Lisa.Smith-Longman@gsa.gov</a>
Questions:	405 231 4167 or <a href="mailto:Lisa.Smith-Longman@gsa.gov">Lisa.Smith-Longman@gsa.gov</a>

### **OK FEB's Cancellation Policy:**

**Refunds:** All OK FEB sponsored events are fully refundable for 3 calendar days (72 hours) after the date of purchase and up to 7 calendar days before the event.

**Refunds for Cancelled Events:** If an OK FEB sponsored event is cancelled and not rescheduled, you will receive a full refund.

**Refunds for Rescheduled Events:** Refunds will be issued for rescheduled events for 5 calendar days following the announcement of the rescheduled date/time. However, you are permitted to exchange your reservation for another scheduled event and transfer your reservation to another employee at no cost.